

FTR DIGITAL CD

PLANNING COMMISSION COPY REQUEST

Please read the following descriptions before deciding which format you would like to order:

FTR Digital CD: is a digital format for Planning Commission meetings to be played on a PC (not compatible with MAC or Linux) with "Time Stamped and Log Notes, a text format which contains time stamps which provide direct access to specific portions of the recording. Instructions and the FTR Player are provided on each CD. Each CD usually holds an entire meeting. This format cannot be broken down into agenda items to record. The full meeting must be recorded. COST: \$10.00 **each** CD. Customer supplied CD's cannot be accepted.

Name: _____

Address: _____ City/Zip: _____

Day Phone: (_____) _____

Request for FTR Digital CD (for PC)

Planning Commission Meeting Date: _____

Project address/description: _____

Pursuant to Government Code Sec. 6253(c), the Town of Los Gatos is allowed 10 business days from date of receipt to fulfill your request. You will be notified by phone when your copies are ready to be picked up. The copies will be mailed to you only if a prepaid CD mailer is provided and the CD's are paid for in advance of mailing. A check (and prepaid mailer) can be mailed to the Planning Department once the number of CD's necessary to record can be determined.